



Maximize Your Hiring Fair Experience

Follow these steps to ensure that your experience at the Veteran Hiring Fair is a rewarding one.

☐ Register now!

[Complete the online registration form](#). Be sure to select the option to receive email updates. Then you will be notified about open positions and participating employers as soon as they are available.

☐ Create a *VA for Vets* account.

A [VA for Vets account](#) will give you access to the Career Center and its tools. Begin by taking self-assessments to identify your professional strengths and interests.

☐ Build a federal resume.

The [VA for Vets Career Center](#) has everything you need to create a marketable federal resume. Translate your military skills, experience and training into the resume template. Upload your new resume to the Career Center's searchable database.

☐ Call in the experts.

A professional consultation with a *VA for Vets* career coach will help you become a stronger candidate. Coaches identify experience in your resume that hiring managers are looking for and offer suggestions for career tracks that match your skills, background and interests. For personalized interview preparation and tips for igniting your job search, call a coach at **1-855-VA4VETS** (1-855-824-8387).

☐ Apply for open positions.

Once you have completed the steps above, check your email and the hiring fair website frequently to see newly posted positions and submit your resume for the ones that interest you. Government and private sector hiring managers will review applications to qualify Veterans for onsite interviews.

☐ Practice interviewing.

Enlist a friend to help you practice answering general interview questions such as, "What makes you a good fit for this position?" or "Tell me about your career goals." Brainstorm a list of questions to ask each hiring manager during interviews like, "What is a typical day like for someone in this position?" Asking your own thoughtful questions shows the interviewer that you are prepared and professional. For more tips, download the [VA for Vets Interviewing Techniques Guide](#).

☐ Attend!

You are now ready to attend the Veteran Hiring Fair. No matter what type of job you are after, be sure to dress like a business professional. A conservative business suit and understated accessories will help you make a good impression on potential employers. Bring a portfolio with multiple, printed copies of:

- Federal resume
- Statement of service
- Separation/retirement orders
- DD 214
- Unofficial or official college transcripts*
- Licenses and certificates*
- VA service-connected disability/Civil Service preference letter*
- Schedule A letter*

On behalf of *VA for Vets*, thank you for your service. Congratulations on taking this next important step in your civilian career!

*If applicable